



## POSITION DESCRIPTION

<b>Position:</b> Auxiliary Fire Fighter		<b>Department:</b> Fire Department	
<b>Reports to:</b> Fire Chief		<b>FLSA Status:</b> Non-Exempt	
<b>Location:</b> Varies		<b>Compensation:</b> <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Per Hour <input type="checkbox"/> Other    \$ TBD	
<b>Created/Revised :</b> 12112014/01072015	<b>Board Approved:</b> 01142015	<b>Union:</b> MAFF	<b>Status:</b> <input type="checkbox"/> F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/> POC

**General Purpose:** Under direction of the Fire Chief or his/her designee, this position performs various skilled firefighting techniques in the suppression, and prevention of fires and in providing emergency medical services.

**Supervision Received:** Receives direct supervision from the Fire Chief or his designee.

**Essential Duties and Responsibilities:** *An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties, which the employee may be expected to perform, to perform this job successful; an individual must be able to perform each essential function satisfactorily.*

1. Communicates over radio frequencies while initiating and responding to communications.
2. Effectively communicate by verbal and written methods.
3. Possess adequate listening, comprehension and speaking skills.
4. Conducts visual and audio observations including searches of buildings and outdoor areas which may involve walking, standing or crawling for long periods of time.
5. Prepares reports and correspondence as required.
6. Participates in fire prevention activities.
7. Operates emergency vehicles while exercising due care and caution, and in exception to: traffic control devices; in congested traffic; in unsafe road conditions; and in environmental conditions such as fog, smoke, rain, ice and snow.
8. Capable of meeting the strenuous physical and mental demands in the delivery of Fire, Rescue and EMS services such as; lifting, carrying or dragging people or heavy objects.

9. Reads, comprehends and follows rules, regulations, policies, procedures, and applicable laws of Township ordinances for purposes of ensuring appropriate Fire Fighter behavior/response on and off duty.
10. Ensures compliance with State and County EMS policies and procedures.
11. Attends all required training.
12. Perform other duties as assigned.

**Education and/or Experience:** High School Diploma or GED equivalent. Associates or Bachelors Degree in Fire Science, Public Administration or a related field preferred. At least one (1) year experience on a Fire Department within the last twenty-four (24) months required. Experience in a combination or Paid-on-Call department preferred.

**Computer Skills:** Skilled in Microsoft Office suite including excel, word and outlook. Experience with Fire Tools preferred.

**Other Skills and Abilities:**

1. Deliver and receive information, directions, and commands within the scope of the position.
2. Work effectively with the Sheriff's Department, Emergency Service Providers, and the general public.
3. Working knowledge of modern fire suppression techniques and Basic Emergency Technician skills.
4. Work a flexible schedule (including evenings, nights & weekends) as dictated by operational needs.

**Certificates, Licenses and Registrations:** Must possess a valid Michigan Driver's License in good standing. Must possess FireFighter I & II and Basic Emergency Medical Technician by date of application.

**Tools and Equipment Used:** Skills in the use of mobile radio, phone, personal computer, copy and fax machine, maps, scaled drawings and calculator.

**Physical and Mental Demands:** *Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of the job.*

While performing the duties of this job, the employee is typically in hazardous, difficult, unsanitary and disagreeable conditions. The employee may be required to work outside, in all weather conditions, and in both elevated and confined spaces.

This is a highly demanding physical position, requiring full range of motion and the use of both fine and gross muscles of the body. The employee is regularly required to use his hands to finger, handle, feel or operate objects, tools, or controls and reach overhead. The employee is frequently required to stand, talk and/or hear. The employee is occasionally required to walk, sit, climb, balance and work bent or

stooped for extended periods of time. The employee is regularly required to lift and/or move objects of up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may work in an inside or outside environment. The employee may occasionally work near moving mechanical parts and occasionally exposed to wet and/or humid conditions and vibration. The employee may work in high, precarious places, confined spaces and may be exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment may occasionally be loud.

**Selection Process Guidelines:** Formal application, rating of training and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and psychological exam; additional job related tests if applicable or according to the CBA.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.